



## Biography

Jeanette Carrillo serves as the Director of Facilities & Office Services at Kelley Kronenberg, bringing over two decades of invaluable experience in managing facilities, office services, and property management.

Throughout her career, she has demonstrated expertise in overseeing multi-site operations, ensuring safety compliance, optimizing space management, and leading teams to deliver exceptional concierge and guest services within the legal industry.

Jeanette has managed facilities and office services for law firms of various sizes, from boutique practices to large, multi-location firms. Her experience includes overseeing building maintenance, safety compliance, and space management for offices serving up to 400 employees across multiple locations. She has developed and implemented standard operating procedures for emergencies and building-related hazards, skillfully managed departmental budgets and third-party vendor contracts, and coordinated large-scale events.

Jeanette's comprehensive skill set extends to supervising concierge and guest services, managing event planning and vendor coordination, and overseeing food and beverage inventory management. She has extensive experience serving as the main contact for design and construction projects, maintaining office-wide communications, and acting as the onsite point of contact for physical security matters. Her ability to implement strategic initiatives has consistently enhanced operational efficiency and client satisfaction in dynamic legal environments.